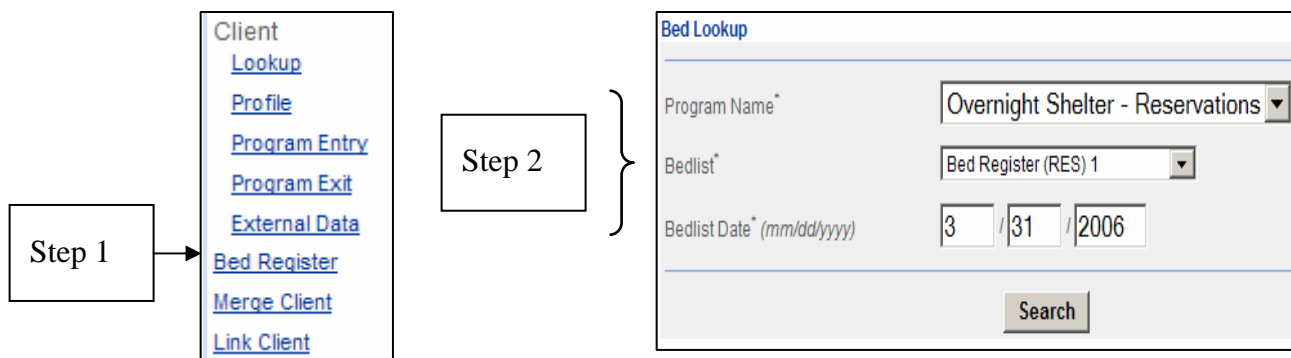




Quick Guide to SHORE Bed Register – Check In

Introduction	Bed Register is designed to manage the intake process and the Quick Guide to SHORE Bed Register – Check In is intended as a quick reference guide for shelters to administer that process. For a complete training manual check under SHORE Training Manual – Individual or SHORE Training Manual - Family.	
Steps to Bed Register		
	STEPS	ACTION
	1	Click on Bed Register
	2	Select Program Name and the Bedlist . Make sure the Bedlist Date is the date you want to see:





Quick Guide ... Continued

Steps to Bed Register	STEPS	ACTION
	3	Assigning any client to a bed holds the bed for that particular client, whether they have a record in the system or not. To assign a client to a bed, enter the client's name or ID.
	4	Use the <i>Find Clients</i> action to find clients whose ID number is known.
	5	In the example below, we have five clients. Three clients have ID numbers, one client does not know his ID number and one is a new client.

Step 3

Step 4

Step 5

Display Results
[Printable View](#)

<input type="checkbox"/> Bed No	<input type="checkbox"/> Hold	Client Id	First Name	Last Name	Date Of Birth	Gender	Notes	Chkd In
<input type="checkbox"/> 01		1						N
<input type="checkbox"/> 02		2						N
<input type="checkbox"/> 03		3						N
<input type="checkbox"/> 04			John	Howe				N
<input type="checkbox"/> 05			Oliver	Wilson				N
<input type="checkbox"/> 06								N
<input type="checkbox"/> 07								N
<input type="checkbox"/> 08								N

Action: Find Clients Go

[View Slots](#) Rollover Bedlist



Quick Guide ... Continued

Steps to Bed Register		
	STEPS	ACTION
	6	If you entered the client's ID number when using the <i>Find All</i> function, the system automatically populates appropriate fields in the Display Results. Now our clients are assigned to a bed but have not yet been checked in . The blue "N" in the Chkd In column signifies this.

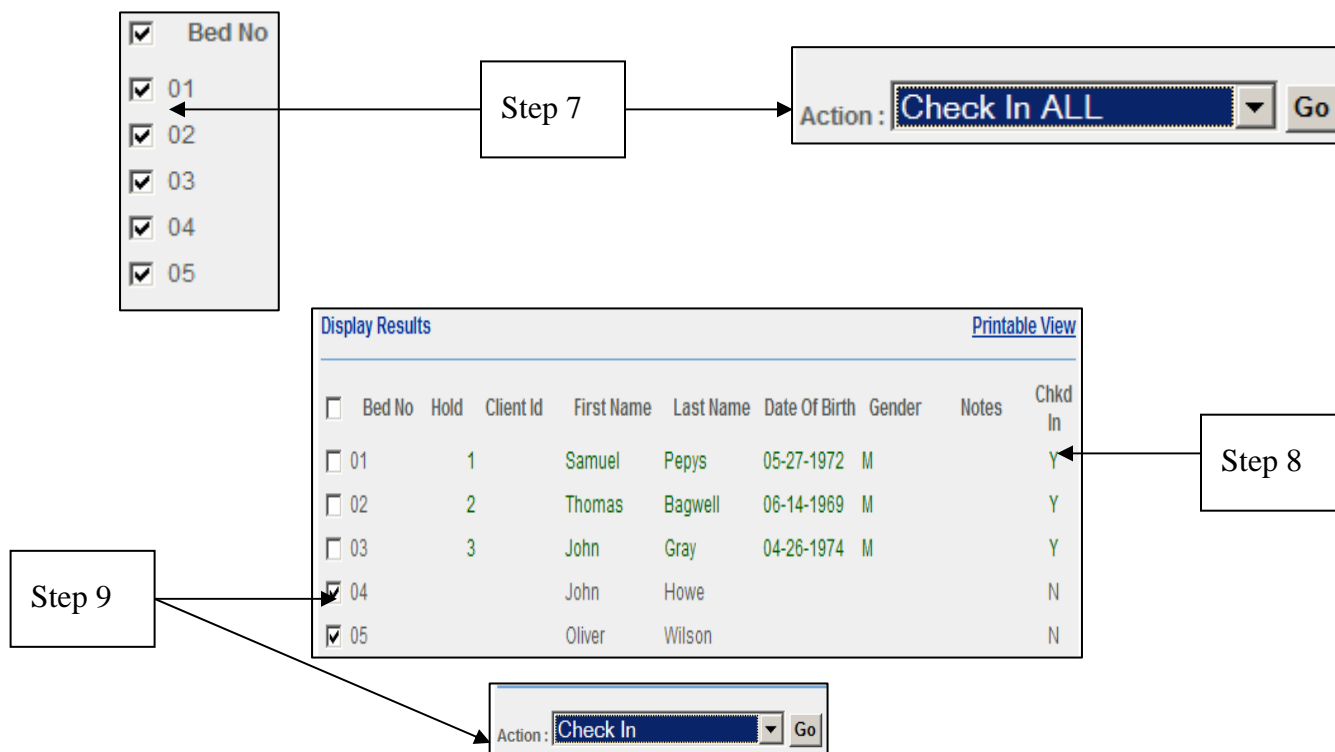
Display Results Printable View									
<input type="checkbox"/>	Bed No	Hold	Client Id	First Name	Last Name	Date Of Birth	Gender	Notes	Chkd In
<input type="checkbox"/>	01		1	Samuel	Pepys	05-27-1972	M		N
<input type="checkbox"/>	02		2	Thomas	Bagwell	06-14-1969	M		N
<input type="checkbox"/>	03		3	John	Gray	04-26-1974	M		N
<input type="checkbox"/>	04			John	Howe				N
<input type="checkbox"/>	05			Oliver	Wilson				N

Step 6



Quick Guide ... Continued

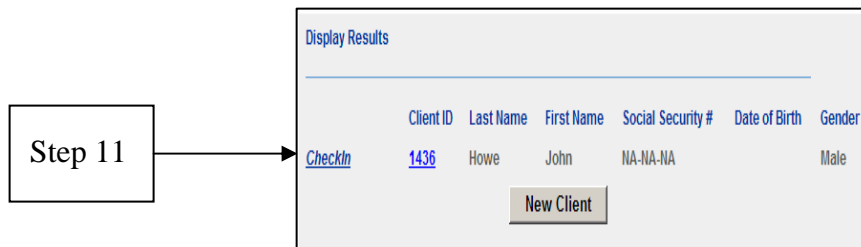
Steps to Bed Register	STEPS	ACTION
	7	In order to check in all the clients, click in the box next to Bed No and select the <i>Check In All</i> action.
	8	If an ID number is entered, the system automatically checks in the client and the client's name appears in green. Notice the "Y" in Chkd In column for clients 1, 2 and 3. The clients in beds 4 and 5 have to be checked in separately.
	9	Click in the box next to Bed No for each client who did not get checked in, and select the <i>Check In</i> action.





Quick Guide ... Continued

Steps to Bed Register	STEPS	ACTION
	10	In our example <i>John Howe</i> is known to the system and in the prior screen we checked him in by checking his Bed No and selecting the <i>Check In</i> action.
	11	At the Client Lookup screen, scroll down to Display Results and click the <i>CheckIn</i> link to complete the process.





Quick Guide ... Continued

Steps to Bed Register	STEPS	ACTION
	12	Our last client was not known to the system, so you must register the client into the program in order to complete the check-in process.

Step 12

Details of the bed to be checked-in

Bed Name: 05
Bed List Name: Bed Register (RES) 1
Provider Name: Overnight Shelter - Reservations

[Skip All](#)

Client Lookup

Client ID :

(OR)

Legal First Name : Legal Last Name :

Social Security # : - - Gender :

Exact Match ? ☐ Sounds Like ? ☐